



2005-2007 GUIDELINES

CITY OF CINCINNATI INDIVIDUAL ARTIST GRANT PROGRAM

ABOUT THE ARTS GRANT PROGRAMS AND THE CAAC

Recognizing that the arts enhance the quality of life in the city of Cincinnati, Cincinnati City Council established a specific allocation of funds for the support of the arts. Since 1989, these funds have supported grant programs for individual artists who live in Cincinnati and nonprofit, Cincinnati-based arts and cultural organizations of all sizes. The Cincinnati Recreation Commission (CRC) administers the arts allocation and staffs the Cincinnati Arts Allocation Committee (CAAC). The CAAC is a volunteer advisory body appointed by City Council to recommend policies, funding criteria and application procedures for competitive grant programs for individual artists and small arts and cultural organizations and to make funding recommendations to City Council for these grant programs. The CAAC also advises City Council on other arts matters.

GOAL OF THE ARTS GRANT PROGRAMS. The goal of the arts grant programs is to provide support for Cincinnati's emerging and established artists and arts and cultural organizations that

- demonstrate excellence and professionalism in the arts and
- develop and present innovative arts projects or programs that benefit the city of Cincinnati and its residents, increase access to arts experiences for Cincinnati residents, and respond to diverse community needs.

IMPORTANT CHANGES TO THIS YEAR'S GRANT PROGRAM

- **MORE COMPETITIVE PROCESS.** This year's arts grant programs will be **extremely competitive** due to a 64% reduction in the amount of funds available for granting to artists and small arts organizations. Based on the range of past awards, it is expected that a **combined total of no more than 8 to 10 grants** will be awarded in 2005 through the Individual Artist Grant Program and Small Arts Organization Grant Program compared with a total of 23 grants awarded to 8 artists and 15 organizations in 2004.
- **NEW APPLICATION DEADLINE.** The application deadline for the 2005-2007 Individual Artist Grant Program is **March 15, 2005**.
- **NEW SCHEDULE FOR PUBLIC REVIEW OF APPLICATIONS AND AUDIO/VISUAL MATERIALS.** Public review sessions for audio/visual materials and applications will be held in May 2005 in conjunction with the review of applications and audio/visual materials for the Small Arts Organization Grant Program.
- **SHORTER APPLICATION.** The artist grant application form has been shortened from 6 pages to 5 pages.
- **REDUCED NUMBER OF REQUIRED SUPPORT MATERIALS.** Fewer copies of print support materials are required to document work the applicant has completed in the last five years.

ELIGIBILITY REQUIREMENTS AND OTHER BASIC PROGRAM REQUIREMENTS

1. **Age and residency status of applicant artists.** Applicant artists **must** be at least 18 years old and **must** be legal residents of the city of Cincinnati at the time of application **and** throughout the grant period. (**NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits,** look up the address in the City Income Tax Division's *Quick Locator Street Guide* at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> or call CRC.)
2. **Artistic disciplines and types of artists funded.** The grant program is open to creative and interpretive artists who live in Cincinnati and work in the following artistic disciplines:
 - dance
 - literature
 - music
 - theater
 - interdisciplinary work
 - media
 - performance art
 - visual arts

Creative artists include choreographers, composers, playwrights, and visual artists. **Interpretive artists** include dancers, instrumental and vocal musicians, and actors.
3. **Previous grant recipients.**
 - a. **Artists who receive a grant may not apply for the next two (2) consecutive deadlines.** For example, an artist who receives funding in grant year 2004-2006 may not apply again until grant year 2007-2009. Call CRC for more information. Completion of the Final Report Form for the previous grant is an eligibility requirement.
 - b. **Recipients of funding in a previous grant year who have not completed the reporting requirement** are **not** eligible to apply for funding for five (5) years following the due date for the Final Report Form for the grant or until an acceptable report is submitted, whichever comes first.
4. **Collaborative projects by artists who make work together.** An artist may submit an application for support of a project that involves the **joint creation** of a single work of art or a body of works of art by the applicant artist and **no more than one (1) other artist. Only one artist may be the applicant.** The applicant **must play a principal artistic role** in the proposed project and **is responsible for all legal and contractual issues related to the grant.** Information on the other participating artist **must** be provided in Section C3 of the application. (**NOTE: A collaborative project by artists who make work together is not the same as a group exhibit of works created independently by individual artists or a project of an organization, group, or collective with ongoing activities such as a band. Nonprofit organizations, groups, and collectives should inquire about the City's Small Arts Organization Grant Program.**)
5. **Grant period.** The grant period for City artist awards is 18 months. **Applications must be for activities that will be accomplished within the 18-month grant period September 1, 2005 to February 28, 2007.**
6. **Public presentation.** A minimum of one public presentation of **funded work** is required to take place at a site **within the corporate limits of the city of Cincinnati during the grant period.** All grant-related public presentations in Cincinnati **must** be open to and available to Cincinnati residents and **must** serve Cincinnati residents. All grant-related public presentations that are planned take place in the city of Cincinnati **must** be listed in Section C4 of the application. Do **not** list presentations that will take place outside the Cincinnati city limits. (**NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits,** look up the address in the City Income Tax Division's *Quick Locator Street Guide* at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> or call CRC.)

NOTE: Public presentations must be **directly related** to the work or activities funded by the grant. Schedule public presentations far enough into the grant period to allow for the creation of funded work between the start of the grant period and the date of the public presentation. Remember, **all** grant-related expenses must be incurred **during** the grant period.)
7. **Matching support.** The applicant **must** provide evidence of matching support for the proposed project or activity in the budget section of the application (Section F). **At least one dollar (\$1) of matching support**

is required for every dollar requested from the City. (For example, if the applicant requests \$5,000 from the City, the applicant must provide at least \$5,000 in additional support for the proposed activity.) **Matching support may be in the form of cash contributions or cash contributions combined with in-kind contributions.** **Cash contributions** are dollars from sources other than the City arts grant that support the proposed project/activity (examples: grant funds from the Ohio Arts Council, proceeds from ticket sales or sale of work, applicant employment income, applicant savings). **In-kind contributions** are goods, space, or services that are **donated to the applicant** for the proposed project/activity by **outside sources** and require no cash expenditure by the applicant. The applicant's total cash expenses for the project/activity are reduced by the value of the in-kind contributions to the project/activity. Professional, artistic, technical, or administrative services donated by a qualified volunteer who is normally paid for providing such services are valued at the donor's normal rate of pay. Examples of such services are instrumental or vocal performances, graphic design, videography, and costume design. The value of any other volunteer time is calculated at minimum wage. The value of donated goods or space is calculated at market value.

8. **Number of applications per applicant.** CRC will accept only one (1) application per artist per grant year.
9. **Number of applications per project/activity.** CRC will accept only one (1) application for each project or activity per grant year.
10. **Deadline.** Applications and support materials **must be received (not postmark dated)** in the CRC office by **5:00 p.m. on March 15, 2005.** Applications not meeting the submission deadline will **not** be considered. **(NOTE: If the deadline falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first work day following the deadline date.)**
11. **Small Business Enterprise Program.** The applicant shall utilize best efforts to recruit and maximize the participation of all qualified segments of the business community in subcontracting work, including the utilization of small, minority and women business enterprises. For more information, contact the City's Office of Contract Compliance at (513) 352-3951.

FUNDING RESTRICTIONS

1. **Types of applicants.** This program does **not** fund applications submitted by the following types of applicants:
 - organizations
 - organizations acting as fiscal agents for individual artists
 - artists receiving other arts support from the City of Cincinnati
 - employees of the City of Cincinnati
 - members of the Cincinnati Arts Allocation Committee
 - individuals who are not artists
2. **Types of projects/activities.** This program does **not** fund the following types of projects/activities:
 - Projects/activities taking place prior to or after the 18-month grant period September 1, 2005 to February 28, 2007. **(NOTE: All grant-related expenses must be incurred during the grant period.)**
 - Projects/activities that are planned to take place outside the city of Cincinnati **(NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether an address is in Cincinnati, look up the address in the City Income Tax Division's *Quick Locator Street Guide* available at <http://www.cincinnati-oh.gov/cityfinance/pages/-7516/> or call CRC.)**
 - Projects/activities that do not serve residents of the city of Cincinnati
 - Applications from creative artists that do not involve the creation of new work
 - Group exhibits or productions that involve presentations of works created independently by multiple artists

- Permanent public artworks
- Applications to fund work that would be used toward a degree program or for academic credit
- Projects/activities that are primarily recreational or therapeutic
- Projects/activities that are primarily promotional
- Projects/activities that are primarily research oriented
- Projects/activities that are primarily technical in nature
- Professional development
- Projects/activities that primarily promote denominational, religious, or sectarian ideas

3. **Types of expenses.** This program does **not** fund the following types of expenses:

- Applicant artist stipend requests **exceeding \$3,500 or 70% of the grant request amount** (whichever is **less**) (**NOTE: An artist stipend** is a fixed amount paid for artistic services provided under the grant. **If funding is awarded but at a lesser amount than requested, the amount of stipend will be reduced accordingly.**)
- Funds for arts and cultural organizations receiving ongoing arts/cultural funding from the City of Cincinnati. These organizations include the Arts Consortium of Cincinnati, the Cincinnati Art Museum, the Cincinnati Ballet, the Cincinnati May Festival, the Cincinnati Museum Center, the Cincinnati Opera Association, the Cincinnati Playhouse in the Park, the Cincinnati Symphony Orchestra, the Contemporary Arts Center, the Taft Museum of Art, WAIF, WCET, and WGUC. (**NOTE: An applicant may request to use City grant funds for space rental expenses at a facility owned or operated by an organization that receives City arts/cultural support on an ongoing basis.**)
- Travel outside the limits of the city of Cincinnati (**NOTE: Eligible travel expenses are limited to mileage expenses for grant-related travel inside the Cincinnati city limits at a mileage reimbursement rate not to exceed the current City mileage reimbursement rate.**)
- The purchase of a vehicle, auto rental, or costs associated with operating and maintaining a vehicle (examples: insurance, gasoline, parts, licenses)
- Capital purchases and purchases of non-consumable goods costing **more than \$100 per item** (examples: equipment, items that in and of themselves are non-consumable such as light fixtures, cameras, furniture, musical instruments, and computers)
- Capital improvements and the purchase of real property
- Living expenses (examples: apartment rent, mortgage, residential utility or phone costs, child care)
- Internet services
- The elimination or reduction of existing deficits or debts
- Fund raising expenses
- Fees for employees of the City of Cincinnati
- Fees for members of the Cincinnati Arts Allocation Committee
- Fees for relatives of the applicant
- Food and lodging expenses
- Hospitality/entertainment expenses

EVALUATION CRITERIA

Applications will be evaluated based on:

1. Consistency with the goal, requirements, and funding restrictions of the program
2. Evidence of the applicant's ability to carry out the project or activity

GRANT AMOUNTS

The maximum award amount is \$5,000. Total funds requested always exceed the amount available for granting. Because this is a competitive grant program, only the very strongest applications will be recommended for funding. Award amounts are typically less than the level of funding requested.

ALLOCATION PROCESS

1. **Assistance available from CRC.** Assistance includes:
 - **Pre-application grant writing workshop.** A workshop for prospective applicants is held in February. The workshop provides general grant writing tips, a review of the City grant program guidelines and application form, handouts, critiquing exercises on sample applications, and opportunities to ask questions. Attendance is encouraged. The workshop is **free**, but **registration is required**. For workshop information and registration, call (513) 352-4000.
 - **Telephone assistance.** Call (513) 352-4985 with questions about the program guidelines, your proposal, the application form, support materials, the allocation process, potential venues for public presentations, and assistance with activities that may require a City permit or other City approval. Information and referral services on other grant-related topics are also available.
2. **Submission deadline.** The applicant submits a completed application and support materials to CRC. **DEADLINE: March 15, 2005 (5:00 p.m.)** All applications and support materials **must be received (not postmark dated)** in the CRC office by 5:00 p.m. on the deadline date. Applications not meeting the submission deadline will **not** be considered. Applications submitted by facsimile transmission (FAX) or email will **not** be considered. **(NOTE: If the deadline falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first work day following the deadline date.)**
3. **Staff review process.** CRC staff persons review applications for completeness, accuracy, and conformance to arts program guidelines, requirements, and restrictions.
4. **CAAC review process.** Each CAAC member reviews and scores all eligible applications.
5. **Public meetings.** The CAAC reviews eligible applications and related audio/visual support materials during two public meetings in May, which applicants are encouraged to attend. Preliminary funding decisions are made at the second meeting. Applicants are sent information about the public meetings and the eligibility status of their applications in advance of the meetings. Call CRC at (513) 352-4985 for additional information.
6. **City Council action.** In June, the CAAC submits funding recommendations City Council for approval.

SOME GENERAL CONDITIONS OF THE AWARD

1. **Contract.** Each grant recipient enters into a contract with the City of Cincinnati following City Council's approval of the CAAC's funding recommendations.
2. **Grant payments.** Grant money is disbursed in either a) one payment on a reimbursement basis after the completion of the funded project/activity and submission of the final report and support documentation or b) two payments (an initial partial advance of up to fifty (50) percent of the award after the contract is finalized and reimbursement of the remaining expenses after the completion of the funded project/activity and the submission of the final report and support documentation).

3. **Report.** Following the completion of the funded activity, each grant recipient must submit to CRC a completed Final Report Form that documents the funded activities and the use of City funds.

APPLICATION REQUIREMENTS

1. **One (1) completed current application form with original signature.** Applications are available in paper and electronic form. (**NOTE:** Check the CRC website at www.cincyrec.org for electronic versions of the program guidelines and application. Read the forms instructions before completing the application.) Applications **must** be completed using **computer-generated type or a typewriter**. Applicants **must** restrict their answers to the space provided on the official application form, maintaining the margins provided. Answers outside the space provided will **not** be considered. The CAAC will **not** consider handwritten applications, incomplete applications, submissions on altered forms, illegible applications, or applications that use typeface that is smaller than the type on the "Instructions" section of the application form. Attachments answering the questions asked on the form will be discarded.

Dun & Bradstreet (DUNS) Number. Dun & Bradstreet (D&B) provides business information world wide for credit, marketing, and purchasing decisions using a "data universal numbering system" (DUNS) with unique 9-digit or 13-digit numbers for organizations and individuals. We encourage applicants to obtain DUNS numbers for two reasons: 1) The National Endowment for the Arts and many state and local arts agencies now require DUNS numbers on their grant applications. 2) DUNS data is helping Americans for the Arts (AFTA), a national arts service organization, to determine the number of artists and arts organizations in geographical regions and political jurisdictions across the US as part of its annual *Creative Industries* research project. To learn about the project and the information you need to obtain your **free** DUNS number quickly over the phone or Internet with no obligation to buy D&B products, visit the AFTA website at http://www.americansforthearts.org/services/research/ri_article.asp?id=1525. Call D&B at (866) 705-5711 or visit the D&B website at <http://www.dnb.com/us/> to get your DUNS number.

2. **One (1) completed Artist Profile.** **NOTE:** This information will be used for statistical evaluation purposes only and has absolutely no part in the selection of grant recipients.
3. **Support materials (as specified below) that document work the applicant has completed within the last five (5) years.** Substitutions, additional material, and material more than five (5) years old will **not** be considered. Follow the submission requirements under the heading for your artistic discipline **and** the screening and audio note submission requirements. Provide a **self-addressed, stamped mailer (SASE)*** for the return of audio and video tapes, CDs, DVDs, production photos, and slides. Do **not** send cash, checks, or money orders to cover return postage. If no return mailer is provided, support materials will be held for one (1) year and then destroyed. Print materials will **not** be returned.

Special considerations.

- **Collaborative projects by artists who make work together.** If the application is for a collaborative project by two artists who make work together, the applicant is encouraged to submit samples of work from the collaborating artist listed in Section C3 of the application and to include work samples that illustrate work jointly created by the collaborators. **The type and total number of support materials submitted must be consistent with the requirements below.**
- **New direction.** If the proposed project or activity is a new direction for the applicant, such as work in a new medium or an allied artistic discipline, the applicant should submit samples of work that are transitional in nature or include (in addition to samples of the applicant's work) samples of work from other key personnel listed in Section C3 of the application who have direct experience in the artistic discipline. **The type and total number of support materials submitted must be consistent with the requirements below.**

Artistic Discipline Support Materials Submission Requirements.

- **Dance and Theater.** Submit **either** a) a 5- to 10- minute **sample recording** of a performance on DVD* or ½" VHS videotape* **and** screening notes **or** b) five (5) production photographs* **and** three (3) copies of a program for a past performance. Do **not** submit images in digital format. Label the materials submitted with name of applicant, title of work, date performed, location, length of work in minutes, and role of applicant. **Follow the screening and audio note submission requirements at the end of this section.**
- **Interdisciplinary Work and Performance Art.** Support materials should be appropriate to the combination of disciplines used. This may mean a combination of the following types of work samples: audiotape,* CD,* DVD,* slides,* ½" VHS videotape,* or manuscript. **Follow the support materials submission requirements for the appropriate disciplines, the screening and audio note submission requirements at the end of this section, and call CRC for more information.**
- **Literature.** Submit three (3) copies of an original manuscript that is 10 to 15 pages in length **and** three (3) copies of a one-page synopsis of the work, both **typed, double spaced** on 8 ½" x 11" white paper. Type face may not be smaller than the type on the "Instructions" section of the application form. (NOTE: Poetry submissions may be single spaced if double spacing will affect the format or the interpretation of the work.) Do **not** submit a copy of a work in published format. Label the materials submitted with applicant name, title of work, and date written. **Writers who perform their work** may also submit a 5- to 10- minute **sample recording** of a performance on audiotape,* audio CD,* DVD,* or ½" VHS videotape and audio or screening notes. Label the recording with the name of the applicant. **Follow the screening and audio note submission requirements at the end of this section.**
- **Media.** Submit a 5- to 10- minute **sample recording** of an original work on DVD,* or ½" VHS videotape* **and** screening notes. Label the recording with the name of the applicant. **Follow the screening and audio note submission requirements at the end of this section.**
- **Music.** Submit a 5- to 10- minute **sample recording** of an original work or a performance on audiotape* or audio CD* **and** audio notes. Label the recording with the name of the applicant. **Follow the screening and audio note submission requirements at the end of this section.**
- **Theater.** Refer to the requirements for dance and theater, above.
- **Visual Arts.** Submit five (5) to ten (10) consecutively numbered 35 mm slides* of original works. Submit slides of at least five (5) different pieces of work. Do **not** submit images in digital format. Print the following information **directly on each slide mount in black ink**: number of slide and name of artist. Print "TOP" at the top of the slide. Print "THIS SIDE TOWARDS SCREEN" on the appropriate side of the slide. To prevent slides from being damaged in the projector, use **standard size plastic slide mounts** and do **not** use tape to label the slide. Submit the slides in a clear plastic slide file sheet for safe handling. Include a numbered list of the slides **typed** on 8 ½" x 11" white paper and labeled with the applicant's name. Provide the following information for each slide listed: name of artist (or artists if the work was jointly created by artists who make work together), title of work, medium, dimensions, and date of work. **If the work sample is an interactive work or a work that involves movement or sound**, the applicant may also submit a 5- to 10-minute audiotape, audio CD,* DVD,* or ½" VHS videotape.* Label recording with the name of the applicant. **Follow the screening and audio note submission requirements at the end of this section.**

Screening and Audio Note Submission Requirements. If you submit a video or audio recording (audiotape, CD, DVD, or videotape), also provide **no more than one (1) page** of screening or audio notes **typed, double-spaced** on 8 ½" x 11" white paper. Include the following information:

- the applicant's name;
- the role of the applicant;
- the name(s) and roles of other principal collaborating organizations or creative artists;
- the name or title of the production, program, work, or project;
- a description of the production, program, work, or project;
- the date(s) and location(s) of presentations of the production, program, work, or project;
- the purpose of the recording;

- the date the recording was produced;
- the length of the recording in minutes;
- screening and broadcast dates(s), locations, and stations; and
- other recording distribution information.

(**NOTE:** The CAAC reviews five (5) minutes of each recording. The CAAC may elect to review segments from different portions of a recording that is longer than 5 minutes in length, if, at the committee's sole discretion, this provides the best information on the applicant's ability to carry out the proposed project or activity. Provide a **sample recording** of the length requested in the artistic discipline support materials submission requirements. Do **not** submit a recording that is more than ten (10) minutes long.)

***A self-addressed, stamped mailer is required for the return of audio/visual materials and photos.**

4. **Documentation of confirmed public presentation(s).** The applicant **must** submit written documentation that at least one public presentation of **funded** work listed in Section C4 of the application is **confirmed** at a location within the limits of the city of Cincinnati during the grant period. **Examples of acceptable documentation** include one (1) original letter of commitment **or** one (1) copy of a contract, a receipt, or a lease for **each** venue or location. Each piece of documentation **must** clearly identify the applicant, the venue or site, the nature of the activity, and the confirmed or tentative date(s) of presentation. Each type of documentation **must** be provided by and signed by an **authorized representative of the presentation location or site** (for example: owner, director, rental agent). A letter of commitment **must** be presented on the letterhead of the presentation location or site. Other types of documentation **must** be approved by CRC **prior to the application deadline**. (**NOTE: A City permit or other City approval may be required for some activities, such as those that involve the public right-of-way, historic buildings, signage, or City-owned property. Grant recipients are required to obtain all necessary permits and approvals.** Call CRC for assistance with these types of activities.)
5. **Documentation of intent to collaborate.** If this is a collaborative project by two artists who make work together or the successful completion of the project/activity depends on the involvement of one or more organizations, the application must include an original letter from **each** collaborating organization or creative artist. Each letter **must** identify the collaborator's role and commitment to participate in the activity. Letters from collaborating organizations **must** be written on the organization's letterhead and **must** be signed by an **authorized representative of the organization**. Collaborating creative artists and organizations **must** be identified in Section C3 of the application.

Questions? Call CRC at (513) 352-4985.

(Check the CRC website at www.cincyrec.org for electronic versions of the program guidelines and application.)

Recreation programs and facilities are open to all citizens regardless of race, gender, color, religion, nationality or disability. CRC is an Equal Opportunity Employer and is committed to supporting the Americans with Disabilities Act. Please call if you require any special accommodations.